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**JIM RILEE**  
*Chairman*

### MEMORANDUM

**To:** RMP Update Committee  
**From:** Margaret Nordstrom, Acting Executive Director  
**Subject:** Record of RMP Update Committee Meeting – April 9, 2014  
**Date:** 4/14/2014

An RMP Update Committee meeting was held on Wednesday, April 9, 2014 at 1:00pm at the Highlands office in Chester. Committee Members present: Council Vice-Chairman and Committee Chair Alstede; Members Sebetich and Vohden. Absent: Council Chairman Rilee

Highlands Council Staff Members present: Margaret Nordstrom; Andrew Davis; Chris Danis; Judy Thornton; Corey Piasecki; Jim Hutzemann; Carole Diction and Annette Tagliareni

Also present: Peter Simon, Assistant Counsel, Governor's Authorities Unit (by phone).

The following issues were discussed:

1. Committee Chair Alstede called the meeting to order at 1:01pm.
2. Margaret Nordstrom informed the committee members that the Regional Master Plan (RMP) Monitoring Program is the mechanism that addresses the periodic RMP update requirement in the Highlands Act. The RMP Monitoring Program and associated report will evaluate the progress in achieving the goals of the RMP through implementation of policies and programs. The Monitoring Program itself is not intended to amend the RMP but rather develop the factual foundation on which to base any amendments to the current or future iterations of the RMP. Indicators and milestones will help to identify where RMP policy is most effective, and where amendments to policy or programs may be called for. Based on the factual outcomes of the Monitoring Program the Council may choose to make policy or programmatic changes to the RMP or its implementation, or, where necessary, recommend further study of select topic areas that may require additional scientific evidence in order to effectively and justly administer change.

3. Corey Piasecki reviewed with the committee members the Highlands Act indicator topic areas. The goals set out in the Highlands Act and addressed in the Highlands Regional Master Plan (RMP) provide the topic areas for indicators to be developed as part of the Monitoring Program. The Monitoring Program Recommendation Report (MPRR) will address various topic areas, including associated, goals, priorities, objectives and programs. Each topic area may include its own set of indicators, milestones and resultant recommendations for revision or enhancements. Topic areas for the MPRR indicators, as stated in the Act and the RMP, include: Natural Resources; Water Resources and Water Utilities; Agricultural Resources; Historic, Cultural, Archeological, and Scenic Resource; Transportation; Future Land Use; Land Owner Equity; Sustainable Economic Development; Air Quality; and RMP Implementation. Corey also provided the committee with a document that cites the goals from the Act on these topics. A series of public sessions will be conducted once a draft document is prepared for viewing, tentatively anticipated to include: stakeholder meetings; technical advisory committee meetings, public outreach sessions and public hearings. The final MPRR will be the subject of public hearings, as well, with the number and location to be determined by the Highlands Council.
4. Chris Danis emphasized that the indicators and milestones will be developed with input from the public, stakeholders, technical advisory committees, and Highlands Council members. The MPRR consultant (see RFP discussion below) working in concert with the Fiscal Impact Analysis (FIA) consultant will assist with the administrative process of organizing and coordinating the public, stakeholder, technical advisory committees and Highlands Council input in order to develop the Monitoring Program Recommendation Report. The MPRR consultant will prepare briefing documents to support the public, stakeholders, technical advisory committees, and Highlands Council meeting discussions.
5. The committee then reviewed sample indicators, milestones, data source, and action partners to get an idea of how the monitoring program process will work. It was noted that the indicators must be based on the goals established in the Highlands Act, which are replicated in the RMP and intended to be effectuated by its implementation.
6. Corey Piasecki gave an overview of the three contracts sought to help manage the RMP update process:
  - a. Web Portal – The consultant selected for this first phase of the RMP update process will assist the staff by creating a web portal to collect and help organize initial public comments. Comments will be categorized within a guidance framework that will help to inform identification of indicators and milestones to be measured (along with additional activities outlined below).
    - i. RFP issued 9/23/13.
    - ii. Contract approved by Council January 2014.
    - iii. Contract pending finalization.
  - b. Fiscal Impact Assessment (FIA) – This consultant will assist in the second phase of the Monitoring Program, which will assess the economic effects of the RMP on municipalities and counties wholly or partially within the Region, as compared to one

another, to northern New Jersey, and to the State and other comparable municipalities, counties, and regions.

- i. RFP issued 12/18/13
    - ii. Budget & Finance Committee will review staff's recommendations for this RFP.
    - iii. Budget & Finance Committee will report out to Council to consider contact award at April meeting.
  - c. Monitoring Program Recommendation Report (MPRR) – This consultant will assist and complete the MPRR and work with staff to develop a proposed science and research agenda to update and enhance the knowledge base that supports the RMP and associated Technical Reports.
    - i. RFP issued 1/2014
    - ii. Budget & Finance Committee will review staff's recommendations for this RFP.
    - iii. Budget & Finance Committee will report out to Council to consider contact award at April meeting.
7. Committee Chair Alstede intends to report out to Council on the RMP Update Committee's status at the Council meetings that follow the RMP Update Committee meetings.
8. Committee meeting was adjourned at 2:34pm. The next RMP Update Committee meeting is scheduled on May 14, 2014 at 1:00pm.